



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS FOURTEENTH AIR FORCE (AFSPC)

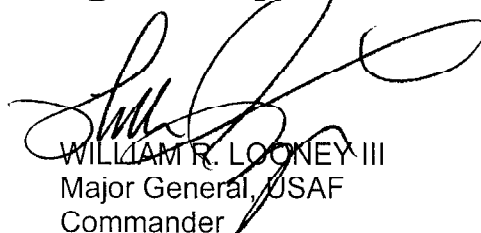
01 DEC 2000

MEMORANDUM FOR 21 SW/CC
30 SW/CC
45 SW/CC
50 SW/CC
14 AF STAFF

FROM: 14 AF/CC
747 Nebraska Avenue, Suite A300-8
Vandenberg AFB CA 93437-6268

SUBJECT: Performance Reports (14 AF/CC Policy Memo #00-005)

1. Performance reports are vital to our people and their careers. I have been tracking the on-time rate statistics for 14 AF for the past three months and have found the results very disappointing. I have set a goal for all 14 AF units to achieve a 90% on time submission rate for OPR/EPRs. On time is defined as turning reports into the MPF no later than 30 days after the closeout date. I will rely on each of you to ensure your commanders are taking an active role in meeting this goal.
2. Starting with January 2001 data, any wing that reports less than 90% for either enlisted or officer reports, the respective wing commander will send a letter explaining the reason(s) for each late report, as well as actions taken or being instituted to correct the deficiency in their process. This letter will be forwarded to me via my 14 AF/A1.
3. If you have any questions regarding this policy, contact Maj Johnson, 14 AF/A1, DSN 275-7979, e-mail: robin.johnson@vandenberg.af.mil.


WILLIAM R. LOONEY III
Major General, USAF
Commander